

SUMMARY OF REVISIONS: This instruction supersedes the National Weather Service Policy Directive (NWSPD) 70-202, *Reimbursable Procedures*, dated October 9, 2003. Change includes: (1) Section 2.2.h form name changed from “Reimbursable Agreement/Temporary Work Authority (TWA) Acceptance Data Sheet” to “Reimbursable Project Allotment/Unfilled Customer Order (UCO) Request Acceptance Data Sheet.”

signed by John D. VanKuren for 1/18/05
John E. Jones, Jr. Date
Acting Chief Financial Officer/Chief
Administrative Officer

NWSI 70-202 February 1, 2005

NWS Reimbursable Procedures

<u>Table of Contents:</u>	<u>Page</u>
1. Introduction.....	2
2. Responsible Officials	2
2.1 Staff Office Directors, NWS HQ Office Directors, Regional Directors, Director National Center for Environmental Prediction and Program Directors.....	2
2.2 Program/Project Managers	3
2.3 Administrative Support Staff	3

1. Introduction: The purpose of this procedure is to prescribe the responsibilities for the establishment and administration of reimbursable programs. The guidance listed in this procedure is in accordance with National Oceanic & Atmospheric Administration (NOAA) Policy and Reimbursable Process User Procedures published by the Commerce Administrative Management System (CAMS) Program Office.

2. Responsible Officials: The officials listed below are responsible for ensuring that the procedures prescribed by NOAA are followed.

2.1 Staff and Office Directors, Regional Directors, Director NCEP, and Program Directors will:

- a. ensure internal controls as outlined in the most recent DOC Internal Control Handbook are in place;
- b. ensure responsible staff is trained;
- c. ensure appropriate program and staff fully comply with statutory and regulatory requirements for interagency and special agreements;
- d. ensure signed agreement is in place by October 1 of each year;
- e. provide Letter of Intent for agreements that are not signed or in place by October 1 of each year;
- f. ensure multi-year agreements contain a provision for review at least every three years to determine whether they should be revised, renewed or cancelled; and
- g. ensure each agreement is executed by the appropriate approving official.

2.2. Program/Project Managers will:

NWSI 70-202 February 1, 2005

- a. serve as the primary individual negotiating and developing an agreement and any amendments to the agreement;
- b. conduct advance planning, draft agreements, schedule coordination meetings;
- c. prepare and develop draft agreements;
- d. brief the approving official and/or other appropriate officials (orally or in writing through staff memorandum);
- e. prepare Determination of Findings in accordance with Federal Acquisition Regulation (FAR) 17.503 for Economy Act Agreements and obtain Procurement Authority signature;
- f. ensure all agreements contain the proper legal citation, documentation, justifications, legal reviews and clearances;
- g. provide one original and three copies of the signed agreement with supporting documentation for all agreements including special agreements (grants), no-cost agreements, amendments, modifications and/or terminations;
- h. prepare Reimbursable Project Allotment/Unfilled Customer Order (UCO) Request Acceptance Data Sheet and carry over certification form;
- i. monitor performance, progress, billing (tracking relevant costs) for each reimbursable agreement; and
- j. maintain an official file for each agreement, including supporting documentation.

2.3. Administrative Support Staff for Program Offices, NCEP, Regions and the office of the Chief Financial Officer will:

- a. approve the receipt of reimbursements and advances from a sponsoring agency;
- b. review agreements to ensure all required documentation is included;
- c. assist Program/Project Managers in developing budgets and preparing paperwork for proposed agreements, as requested;
- d. provide liaison with the respective budget offices for each party to the agreement;
- e. ensure funding availability has been determined by appropriate authority; and
- f. distribute originals and copies of the Reimbursable Project Allotment/UCO Request Data Sheet to CFO2 for processing.